

# Warehouse Clerk

Reports to: Warehouse Manager  
Classification: Non- Exempt / Hourly  
Date: June 2004

## **JOB SUMMARY:**

1. Maximizing profitability through efficient and accurate company freight processing.

## **ESSENTIAL FUNCTIONS:**

Ensure accurate freight processing by:

1. Loading and unloading merchandise on trucks.
2. Staging and processing freight in the warehouse.
3. Operates powered equipment per safety & OSHA guidelines. (Must pass certification training)
4. Stock, label, price, sign, and organize merchandise correctly, efficiently, and safely.
5. Safe operation of company one ton truck in accordance to all state and federal regulations. Includes but not limited to the delivery and pick up of merchandise, supplies, and advertising materials.
6. Weight lifting capability up to and includes 80lbs.
7. Must be physically able to carry merchandise for a distance up to 50 feet and be able to stand on concrete up to eight hours.
8. Keep work areas clean, neat, free of debris, and organized.
9. Follows loss prevention, risk control, and quality assurance procedures.
10. Communicating with customer, management and co workers.
11. Other duties as assigned.

## **ADDITIONAL RESPONSIBILITIES:**

Completes special projects directed by management and additional responsibilities may be assigned at any given time

## **MINIMUM REQUIREMENTS OF TRAINING AND EXPERIENCE:**

1. Minimum age requirement is 18 years old.
2. Must be at least 18 years of age and pass certification training to operate forklift and power equipment.
3. Warehouse clerk must meet physical requirements as specified in job description.